

March 15, 2005

Dear Applicant:

This is to inform you that the five-time Nationally Accredited Hampton Police Division is currently posting for the position of Police Patrol Officer. You must contact the City of Hampton Department of Human Resources Office, fourth floor, City Hall, 22 Lincoln St, (757) 727-6345 to attend an assembly.

For those persons who have previously taken part in the hiring process, **be sure to read this letter in its entirety due to changes in the hiring process.** The Hampton Police Division will now conduct hiring assemblies on one Saturday of each month starting at 0800. The assembly will take approximately three (3) hours. It will consist of an overview of the Hampton Police Division's selection process, Benefits Package, completion of the City application and the HPD Background Questionnaire. Spouses and friends are encouraged to attend. The assemblies will be held at **The Hampton Police Division, 5<sup>th</sup> floor Training Room, 40 Lincoln St.**

At the completion of the assembly, all applicants continuing in the process will complete a physical ability test (page 5), written test (page 4), BPAD (page 4) and a personal interview (each of these steps will be completely explained at the assembly). The physical ability will be conducted first, beginning at 1200 hours. Portions of this test will be performed outside; ***therefore we encourage weather appropriate attire, to include running clothes and shoes.***

Evening assemblies will also be conducted periodically. You may contact the police personnel office at 727-6586 to learn about those dates. Anyone attending an evening assembly will be required to return to the Division on a dedicated Saturday 1200 hours to complete the physical ability, written test, BPAD and personal interview. We will be more than happy to accommodate anyone who is unable to attend a Saturday session by appointment only.

On page 2, you will find an Applicant Instruction Sheet with directions you must follow. It is preferred that items identified in Part I through Part II be submitted with your application.

For more information about the Hampton Police Division, applicants are urged to visit us online at ***<http://www.hampton.gov/police/>***. To print an HPD Background Questionnaire (which will be required to be completed prior to taking the written test) click "***Recruiting***", then click "***Job Openings***", then click "***How To Apply***". Finally click on "***Step 4: HPD Background Questionnaire***". You will need Adobe Acrobat Reader.

Sincerely,

C. R. Jordan, Jr.  
Chief of Police

By:

Cpl. K. A. Jones  
Police Personnel Coordinator

## APPLICANT INSTRUCTIONS

### I. The applicant must be able to furnish:

1. Complete names, mailing addresses, (to include zip code), and phone numbers of all employers and supervisors during the past ten years.
2. Complete addresses where you have lived during the past fifteen years.
3. Six Character References and five Employment References.  
**Note: Do not bring reference letters, we only require complete names, mailing addresses and telephone numbers of persons to be contacted.**
4. Virginia Residents: You must go to the Virginia Department of Motor Vehicles and obtain a transcript of your driving record. If your Va. D.M.V. point balance is worse than -2, you will be required to take a Driver Improvement Course to remain competitive. It is your responsibility to obtain this at your own expense.  
If you are not licensed in Virginia, you will need to make contact with your respective State DMV where you are licensed and request this information.

### II. It is desired that the documents listed below be turned into the Hampton Police Division Personnel Office no later than the last day of Personal Interviews. (See page #7 for dates and times). Originals will be returned upon request.

1. Original or certified copy of Military DD Form 214 - Form, (If prior military).
2. Last three Performance Appraisals/Evaluations i.e., EPR's, APR's, OPR's, *if applicable*.
3. Birth Certificate
4. Social Security Card
5. High School Diploma / H.S. transcript / GED Certification
6. College Diploma and certified transcript
7. Certificates of related/unrelated training in the Law Enforcement field
8. DMV Drivers Transcript, along with valid Operators License (See part I, item #4)
9. If applicant reaches the Medical Physical Portion, they will be required to furnish personal medical records.

**Note:** Applicants are required to furnish *copies* of important personal documents. Copies will be accepted after verification of the originals. The process may take up to five months to successfully complete. Applicants are urged to apply/reapply anytime the position is posted.

### III. The Application Assembly will consist of an overview of the Hampton Police Selection Process and completion of an application and questionnaire.

The Physical Ability will be conducted outside at a later date. Enclosed you will find a copy of the Physical Ability Test that you will be expected to pass.

The Assembly will take approximately three (3) hours. See page 7 for dates & times.

Report To: Hampton Police Division  
5<sup>th</sup> floor Training Room  
40 Lincoln St.  
Hampton, VA 23669

If you have any questions, call (757) 727-6586, or for further information about our department, contact our web site at <http://www.hampton.gov/police/> \*\*\*PLEASE BE PROMPT\*\*\*

## **BENEFITS SNAPSHOT**

### **A. BENEFITS/INCENTIVES**

1. **Police Patrol Officer/Recruit**
  - A. Starting salary: \$29,608/yr, \$14.23/hr (Experienced Individuals may earn more)
  - B. After F.T.I. \$31,089/yr, \$14.95/hr
  - C. Extra duty: \$20.00/hr, \$23.00/hr (OIC)
  - D. Overtime: \$22.44/hr (1.5 times hourly rate. Court time is included in this rate. )
  - E. Annual Merit Increases Increase Depends Upon Performance
2. **Auxiliary Officer**
  - A. Starting salary: \$26,042/yr, \$12.52/hr (After academy and monthly volunteer service)
3. **Police Cadet** \$22,056/yr (Full-time), \$7.56/hr (part-time)

**POLICE OFFICERS WITH THE CITY OF HAMPTON ALSO RECEIVE A "GUN INCENTIVE ALLOWANCE" OF \*\*\*\$325.00\*\*\* AND A "CITIZEN'S SATISFACTION BONUS"**

### **B. Holidays**

- A. 10 Paid
  - B. Those worked at 2.5X's the hourly rate. Not worked, straight time.
4. **Vacation/Normal Leave**
- A. Annual Leave- 8, 10, 12, 14, 16 hours/month (depending on time in service)  
Normal leave accumulates and increases 2 hours per every 5 years of service.
  - B. Sick Leave- 8 hours/month (accumulative)
  - C. Military Leave- 15 days per year for Military Reservists
5. **Education Incentive**
- A. AA: \$600./year, \$800. after three years.
  - B. BS: \$800./yr \$1200./yr after three years, \$1600./yr after five years and \$2,000/yr after seven years service.
  - C. Masters: \$2200./year after ten years service
  - D. Up to 100% college tuition reimbursement, after probationary period
  - E. Inquire about G I Bill reimbursement during training
6. **Take Home Car Program**
7. **On Site-Gym, Weight Room, and Work Out Center** (24 hour access)

### **C. HEALTH/LIFE INSURANCE**

1. Health Insurance/Hospitalization: TRIGON BC/BS KEYCARE PLAN
2. Dental and Eye Care Plans also available
3. Life Insurance -

Natural Death 2 times Salary	=	\$56,000
Accidental Death 4 times salary	=	\$112,000
Killed in line of duty - Virginia	=	>\$50,000
Killed in line of duty - Federal	=	>\$100,000

(Note: City pays a portion of your premium)

**NOTE: Personnel may add an Optional Life Ins. plan at a low additional cost. In line of duty for State and Federal benefits must be applied for by the survivor(s). Above amounts are approximates and subject to increase. They do not include benefits i.e., Workers Comp. Social Security, beneficiary educational incentives, etc. For more information contact Risk Mgmt.**

### **D. RETIREMENT -Virginia Retirement System (VRS)**

- B. Employee's of the City of Hampton fall under VRS. This system is one of the best in the State, if not the world. Currently, personnel may retire with full benefits at age 50 and 25 years service. Members also receive a Hazardous Law Enforcement Supplement of \$851.00 /mo. until age 65, with 20 years service.
- C. Deferred Compensation (457 Plan, . . . much like 401k plan)
- D. Inquire about Prior Service Credit or contact [www.state.va.us/vrs/vrs](http://www.state.va.us/vrs/vrs)

EOE

## **APPLICANT SELECTION PROCESS**

- a. **Posting** - The job announcement is made public.
- b. **Assembly** - Applicants are assembled and given an overview of the Selection Process. Applications and questionnaire are completed at this time.
- c. **Physical Ability Testing** - To determine if the applicant is physically suited for a career in Law Enforcement. Physical Training attire required, i.e. shorts, T-shirt, sneakers. Be sure to bring any corrective lenses you may require for the vision test. (Contact lenses or glasses).
- d. **Written Examination** - A comprehensive examination that tests the applicant's ability in the following areas: reading comprehension, grammar, math, and writing skills.
- e. **Personal Interview** - The application is reviewed in depth with the applicant. The applicant may be disqualified/rejected at this phase.
- f. **Behavioral Personnel Assessment Device (B-PAD)** - This phase evaluates the applicant's ability to interact and communicate with personnel on different interpersonal levels by use of video scenarios.
- g. **Oral Interview Board** - An oral interview panel evaluates each applicant based on their responses to set questions. By combining Oral Board scores with points from Personal Interview and B-PAD, a final ranking of each applicant is made.
- h. **Background Interview/Polygraph** - This is to verify the accuracy and honesty of information provided on applications and during interviews. The Background Questionnaire is the "Blueprint" for the line of questions asked during polygraph. Applicants under consideration must sign a conditional job offer prior to polygraph. Polygraph results will not be used as the sole determinant of future employment in the Division. Background investigations are also initiated at this time. Photographs and fingerprints are normally obtained at this point.
- i. **Psychological Testing** - This is to determine if the applicant is psychologically suited for a career in Law Enforcement. This testing consists of two separate procedures, written test and personal interview.
- j. **Physical Examination** - This is to determine if the applicant is physically suited for a career in Law Enforcement. This testing consists of two separate procedures conducted by a licensed physician and medical facility under contract with the City.
- k. **Senior Management Review** - At this stage, candidates have achieved an overall high ranking and possess a favorable background. The Professional Standards Branch Commander and at least one staff officer will conduct a management level review before candidates are presented to the Chief of Police for final selection.
- l. **Major's Selection** - During this interview, the Major in charge of Professional Standards makes his/her selection or non-selection of the applicant. The Major meets and selects all personnel prior to employment.

**Applicants must attend and successfully complete every phase of the hiring process to be considered for employment.**

**HAMPTON POLICE DIVISION**

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**POLICE OFFICER / AUXILIARY / CADET APPLICANT**  
**ABILITY TEST FORM**

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**TEST REQUIREMENTS:**

**TIME ALLOWED:**

- |   |   |
|---|---|
| 1. 165 LB WEIGHT DRAG (30' Distance)  | -15 Sec.  |
| 2. HANDGUN TRIGGER PULL TEST:<br>(Pull trigger 12 times each hand)                            | -12 Seconds (Right Hand)<br>-12 Seconds (Left Hand) |
| 3. VISION TEST (No more than 3 mistakes):<br>DOMINATE EYE (Bring corrective lenses if needed) | -30 Seconds   |
| 4. ¼ MILE RUN (440):  | -90 Sec.  |
| 5. 6' RUNNING BROAD JUMP:   | -N/A  |
| 7. 100-YARD DASH:   | -18 Sec   |
| 6. 6' WALL SCALE:   | -10 Sec.  |
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**STATEMENT OF RELEASE**

In consideration of being permitted to complete the application requirements for employment as a Police Officer with the Hampton Police Division by taking the ability test which is one of the basic prerequisites for consideration for such employment, the undersigned hereby releases the City of Hampton, the Hampton Police Division, and all their employees and agents, of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury, including death, that maybe sustained by the undersigned as a result of taking the said ability test.

The undersigned, being duly aware of the physical exertion, risks and hazards involved in taking the said ability test, hereby elects voluntarily to take it, and voluntarily assumes all risks of loss, damage, or injury, including death that may be sustained as a result thereof.

In signing this release, the undersigned acknowledges and represents that he or she has read the foregoing, understands it, and signs it voluntarily, and that he or she is over 18 years of age and of sound mind.

**NOTE: Physical Ability and Physical Assessment Standards are not the same. Physical Assessments are covered in Policy & Procedure 618, and are given later after employment. Assessment Standards consist of sit-up, bench press, sit and reach, leg press, push-up and 1 1/2 mile run.**

***Directions to Hampton City Hall 22 Lincoln Street  
and Hampton Police Division 40 Lincoln Street***

***From Richmond/Williamsburg***

Follow Interstate 64 east to Exit 267, Hampton University/Settlers Landing Road. Turn right at the light onto Settlers Landing Road. Follow this road over the Booker T. Washington Bridge. At the foot of the bridge, make a right turn at the light onto Eaton Street. Follow this street until you get to Syms Street and then turn left into the parking lot. The first building on your left is City Hall followed by the Hampton Police Division.

***From Virginia Beach/Norfolk***

Follow Interstate 64 west to Exit 267, County Street/Woodland Road. Turn left onto Woodland Road (Woodland Road will turn into Settlers Landing Road). Go through the first traffic light, past Hampton University and over the Booker T. Washington Bridge. At the foot of the bridge, make a right turn at the light onto Eaton Street. Follow this street until you get to Syms Street and then turn left into the parking lot. The first building on your left is City Hall followed by the Hampton Police Division.



**TENTATIVE SCHEDULE**  
**POLICE OFFICER**

***POSTING POSITION***

Open until filled.

***ASSEMBLIES***

Saturday Assemblies

Evening Assemblies

March 26, 2005 (0800)

April 9, 2005 (0800)

April 23, 2005 (0800)

April 21, 2005 (1800)

***PHYSICAL ABILITY***

***WRITTEN EXAM, BPAD***

***PERSONAL INTERVIEW***

These four sections of the application process will be conducted beginning at 1200 on the Saturday of each assembly noted above. If you have any questions or need to have special accommodations made, please contact 727-6586.

***\*\*ORAL INTERVIEW BOARD***

March 21, 22, 23 or 24, 2005

May 9, 10, 11 or 12, 2005

***BACKGROUND CHECKS***

***POLYGRAPH***

***PSYCHOLOGICAL TESTING***

***PHYSICAL EXAMINATION***

***SENIOR MANAGEMENT***

***MAJOR'S INTERVIEW***

March thru June 2005

***OR***

May thru October 2005

(\*\*) ASTERICK DENOTES PERIODS IN THE SELECTION PROCESS WHERE THE SCHEDULE **CAN NOT** BE ADJUSTED TO MEET THE NEEDS OF THE APPLICANT.